

Commonwealth of Kentucky
Finance and Administration Cabinet



Fiscal and Personnel Administration Office of Property Valuation Administrator

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INTRODUCTION

PVA Administrative Support Branch

Providing services to Kentucky's 120 Property Valuation Administrators and staff

The mission of the PVA Administrative Support Branch is to provide Property Valuation Administrators (PVA) with fiscal, personnel, payroll, training and other essential administrative support services. The Branch is located administratively in the Division of Local Government Services. The Division is a component of the Office of the Controller in the Finance and Administration Cabinet.

To accomplish its mission, the Branch will :

- Respond timely, courteously, efficiently and effectively to all requests;
- Provide quality service to all PVA(s);
- Plan and provide budget instructions, guidance, reports and communication to the PVA(s) and the KY Department of Revenue;
- Coordinate and expand education and training to PVA(s);
- Serve as a clearinghouse for PVA questions and concerns regarding personnel, payroll, health and life insurance and other issues; and
- Provide timely and reliable distribution of payroll checks.

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CHAPTER I

PROPERTY VALUATION ADMINISTRATOR ([KRS 132.370](#) and [KRS 132.590](#))

A. General

A Property Valuation Administrator (PVA) is elected in each county of the state. The elections of all PVAs are conducted in the same year in which county elections are held, with the term beginning on the first Monday in December after the election and continuing for four years.

An individual who seeks the office of PVA through election or appointment must first meet the following minimum qualifications. The candidate must be:

- At least twenty-four (24) years of age at the time of election;
- A citizen of Kentucky;
- A resident of Kentucky for two years; and
- A resident of the county for at least one year, preceding the election

Once the minimum qualifications are met, the individual must hold a certificate issued by the **Finance and Administration Cabinet's Office of Property Valuation located at 200 Fair Oaks Lane, Frankfort, Kentucky**. This certificate indicates that the individual has been certified and is qualified for the office. The certificate expires one year from the date of issuance. A current PVA or an interim appointee does not require re-examination.

The PVA is required to engage in official duties at least five days a week during regular working hours and keep scheduled office hours at least five days each week. If a PVA should vacate the office in any year during his/her term of office, he/she is paid only for the calendar days actually served during the year.

B. Compensation of the Property Valuation Administrator ([KRS 132.590 \(1-4\)](#))

The compensation of the PVA shall be based on the schedule contained in House Bill (HB) 538 (2000 General Assembly) subsection (2) and modified by subsection (3). The compensation of the PVA shall be calculated by the PVA Administrative Support Branch annually.

Subsection (2) - The [salary schedule for PVA](#) provides for nine (9) levels of salary based upon the population of the county in the prior year as determined by the United States Department of Commerce, Bureau of the Census annual estimates. **To implement the salary schedule, the cabinet shall, by November 1 of each year, certify for each county the population group applicable to each county based on the most recent estimates of the United States Department of Commerce, Bureau of the Census.**

The salary schedule also provides four (4) steps for yearly increments within each population group. A PVA shall be paid according to the first step within their population group for the first year they serve in office. Thereafter, each PVA, on January 1 of each subsequent year shall be advanced automatically to the next step in the salary schedule until the maximum salary amount for the population group is reached.

Any person who has previously served as a PVA, prior to assuming the office must certify to the Finance and Administration Cabinet the total number of years, not to exceed four (4) years, that the person has previously served in the office. The cabinet shall place the person in the proper step based upon one (1) incremental step per full calendar year of service. The "Format of the Salary Schedule" follows:

FORMAT OF THE SALARY SCHEDULE

<u>COUNTY POPULATION BY GROUP</u>	<u>STEPS FOR PVA</u>			
<u>GROUP I</u> (0 - 4,999)	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
<u>GROUP II</u> (5,000 - 9,999)				
<u>GROUP III</u> (10,000 - 19,999)				
<u>GROUP IV</u> (20,000 - 29,999)				
<u>GROUP V</u> (30,000 - 44,999)				
<u>GROUP VI</u> (45,000 - 59,999)				
<u>GROUP VII</u> (60,000 - 89,999)				
<u>GROUP VIII</u> (90,000 - 499,999)				
<u>GROUP IX</u> (500,000 and UP)				

Thereafter, December 31, 2000, upon publication of the annual consumer price index (CPI) by the U.S. Department of Commerce, the annual rate of salary for the PVA shall be determined by applying the increase in the CPI to the previous year salary.

Note: This is usually published nationwide by the first week of February. This salary determination shall be retroactive to January 1. Formerly known as a part of House Bill 538 (2000 General Assembly), the statute was changed by the 2002 General Assembly to allow for education compensation, as a result of House Bill 120.

C. EDUCATION INCENTIVES ([KRS 132.590\(3\)\(c\)](#))

In addition to the step increments each PVA may be eligible to be paid an additional lump sum payment each year for an educational incentive upon successfully completing each forty (40) hour training unit. This amount shall be increased by the CPI adjustment each subsequent year. Each training unit shall be approved and certified by the Office of Property Valuation, Education and Research Branch after which the PVA Administrative Support Branch will process payment. **These payments will be processed on the last supplemental payroll of each month and checks mailed to the eligible PVAs the first week of the next month.** Each unit shall be available to the PVA based on continuing service in that office. Any questions regarding the training units should be directed to the Education and Research Branch at (502) 564-8350.

D. County Grade

A county grade adjustment may be received for an increase in the area, population, or assessed value of property which would result in a point total falling within a range above the range of the present grade. A county grade is used to determine the **Chief Deputy** salary, based on the 1995 State Salary Schedule.

E. Expense Allowance ([KRS 132.597](#))

The PVA is allowed an annual expense allowance of \$3600 in monthly installments of \$300. No records are required to verify the expenditures for the expense allowance. The expense allowance is considered additional income and appropriate taxes and fringe benefits are deducted on the same basis as his/her salary. To receive this allowance a PVA is required to annually attend during the calendar year thirty (30) classroom hours of professional instruction conducted by the Education and Research Branch. PVAs who have received their SKA designation need to complete fifteen (15) hours to qualify for the expense allowance.

Failure to attend the required classroom hours forfeits the PVA's expense allowance for the next calendar year.

NOTE: When an individual is appointed and /or elected to fill an unexpired term of a Property Valuation Administrator, he or she shall be entitled to immediately receive the monthly expense allowance authorized by KRS 132.597. The educational requirements listed in the statute will be required to be met during the first calendar year the individual is in office.

F. Removal from Office - (KRS 132.370(4)&(5)); (103 KAR 5:150)

The PVA may be removed from office for willful disobedience of any just or legal order of the cabinet, for misfeasance or malfeasance in office or willful neglect in the discharge of his/her official duties.

G. Emergency Assessments - (KRS 132.660)

When the **Finance and Administration Cabinet** orders an emergency assessment upon a particular county, the elected PVA may be appointed to make an emergency assessment, provided the PVA was not at fault. If the elected PVA is appointed, the PVA shall receive reasonable compensation for his services in making this assessment. Compensation for making the regular assessment will not be affected. If the PVA is deemed at fault for an assessment the property valuation administrator shall become liable for the cost of the emergency project, subject to the limitations of his current salary.

CHAPTER II

PVA DEPUTIES AND OTHER AUTHORIZED PERSONNEL

A. Appointment

The PVA has the statutory responsibility to recommend persons to be appointed as employees of the office. Such recommendations must be submitted to the PVA Administrative Support Branch for **prior review and approval within seven (7) working days before the starting date of employment.**

A minimum age requirement of 21 years exists for each appointed deputy. Each "deputy" is considered to be an individual who has responsibilities in the areas of assessment, valuation, appraisal and reappraisal as authorized by the PVA. The definition of "deputy" does not include other authorized personnel such as those involved in routine filing, clerical data processing activities, etc. The minimum age for hiring other employees shall conform to federal and state labor laws, rules and regulations.

All employees serve at the pleasure of their respective PVA, and are at will, unclassified, non-merit, non-P1 state employees. Good behavior and satisfactory performance of duties are requirements of all employees. An employee failing to meet reasonable standards of good behavior and satisfactory performance of his or her duties may be one reason for being dismissed by his/her PVA.

Employees in the PVA office cannot be paid from office funds for other services (i.e. cleaning services, contractual services).

Business office hours may vary from office to office. The PVA shall determine the exact hours of work and the work schedule with each employee. The normal workweek for full-time employees is 37.50 hours. With approval of the department, county courthouse office hours may be adopted.

NOTE: A complete employment package must be submitted before the actual day of employment, even, if a pre-approval is granted. (See "[Employee Employment Packet](#)" in the appendix.)

B. Classification

Every position must be given an appropriate classification's title. The employee's duties and responsibilities as indicated on the Position Description (PD) will assist in selecting the best position title for an employee.

Minimum Requirements: An employee must be 21 years of age if he/she is to be involved in the assessment of property. All employees must be 18 years of age with a high school diploma or GED. All employees under the age of 18 must be approved in advance in writing. Co-Op employees must be enrolled in a certified high school program. A letter from the school must accompany the RPA for employment. Effective January 1, 2005 the minimum grade is a grade six (6) unless the employee is a Co-Op student or under the age of 18.

NOTE: The "CLASSIFICATION SYSTEM" follows in Part II of the manual with all class titles, grades, and work and education requirements listed. (A [list of all job titles](#) can be found at the end of this section.)

C. Educational Opportunities and Benefits

Two professional designations are available for those who successfully complete a combination of courses offered through the educational program of Office of Property Valuation.

The first designation is the "Certified Kentucky Assessor" or CKA designation. Minimum requirements include 120 hours of classroom instruction and three years of experience in the Kentucky Property Tax Administration.

The second designation is known as the "Senior Kentucky Assessor" or SKA designation. Minimum requirements include a CKA designation plus 90 additional hours of education and two additional years of experience in Kentucky Property Tax Administration.

If you have any questions about the information stated above, please contact the Office of Property Valuation educational staff at (502) 564-8340 or refer to the Student Manual published by the Education and Research Branch.

Note: Due to budget constraints, the PVA's Budget Committee will make the decision at the end of each fiscal year if educational awards can be processed.

D. Compensation

Initial appointments are made at the minimum salary of the appropriate pay grade. **The PVA Administrative Support Branch may authorize the appointment of a qualified applicant with an extra five percent (5% = 1.05) for four (4) additional years or ten percent (10% = 1.10) for eight (8) additional years above the minimum salary.** All salary considerations should be discussed and approved with the PVA Administrative Support Branch before an applicant is hired. (See [Salary Schedule](#), Effective July 1, 2004.) **No one will be approved at a higher grade than the replacing grade.**

1. Salary Advancements

Salary advancements are increases in salary within the pay grade. Advancements are provided for a **five percentage (5%) six month adjustment** in salary and an annual increment as determined by the General Assembly.

Six Month Adjustment In Salary - After a new employee has completed six (6) months in the PVA office the PVA may request a 5% adjustment to the employee's salary. This adjustment will only be done upon the request of the PVA. The annual increment will be 12 months from that date.

Annual Increments - An annual increment is a salary increase required for an employee in which a salary is advanced by a percentage or flat sum. The employee must complete twelve (12) continuous months of service or twelve (12) months service from when they last received an annual increment. The percentage or flat sum amount shall be determined by the General Assembly.

The annual increment date, in comparison to the original starting date, will be affected by the following:

- a. Any employment starting date which falls after the first day of a month will shift the increment date forward to the first day of the following month.
- b. **Any employee receiving a 5% six (6) month adjustment in salary will receive their annual increment 12 months from the adjustment date.**
- c. Any leave without pay (LWOP) accruing to at least one-half of one month's working days, will shift the annual increment date forward one month.
- d. When seasonal employment changes to permanent full-time status the annual increment date will be 12 months from date of permanent full-time change or 1st day of next month.

2. Salary Adjustments

Salary adjustments are changes from one pay grade to another pay grade. Adjustments can be made for promotion, reclassification and demotion.

- a. Reclassification - A reclassification is a change to a higher pay grade as a result of changing job duties and additional experience requirements are met within a classification series. (Example: Clerk I to a Clerk II). An employee who is advanced to a higher pay grade through reclassification will have his/her salary increased five percent (5%) or to the minimum salary of the new pay grade, whichever is greater.

NOTE: A Reclassification can only be given every twenty-four (24) months from the last re-class or hire date with 30 hours of additional coursework.

- b. Promotion - A promotion is a change to a higher pay grade as a result of a person's job duty changing from one classification series to another. (Example: Assessment Clerk to Chief Deputy) An employee who is promoted may have his/her salary increased five percent for each grade or to the minimum salary of the new pay grade, whichever is greater. A deputy may be eligible for a promotion every 12 months. All promotions are at the discretion of the PVA and the availability of funds within the budget.

NOTE: Effective July 1, 2001, all Re-Classifications & Promotions are frozen.

- c. Demotions and Title Changes - If an employee is demoted due to job performance and/or other documented reasons or has a title change that results in a significant reduction in duties, the appointing authority shall determine the salary in one of the following ways:

- (1) The employee's salary shall be reduced 5% per each grade that the employee is demoted.
- (2) The employee shall retain the salary prior to demotion. If the employee's salary is not reduced upon demotion, the appointing authority shall explain the reason in writing and place the explanation in the employee's personnel files.

***NOTE:** If a demotion is requested within six (6) months and an additional compensation was received, the employee will revert back to salary before promotion.

****NOTE:** If the demotion involves a Chief Deputy they will be reverted back to their salary at time of promotion plus any salary increases since the promotion.

- d. Retirees - These employees may come back as Part-Time under 100 hours a month after one (1) month break in service. A Full-Time employee may return at the same position after six (6) months break in service. The salary could be the minimum of a grade plus 5% + 5% for additional experience not to exceed the salary that the employee was making at the time of retirement.

E. Dismissals

Each employee appointed by the PVA may be removed at the pleasure of the PVA. The removal of an employee does not require the prior review and approval of the PVA Administrative Support Branch, but prior notification should be documented in this office before or immediately after actual dismissal.

Whenever a PVA has reasonable evidence that an employee is guilty of any substantial deviations from good behavior and/or satisfactory performance of duties, the PVA may, in exercise of sound discretion, dismiss the employee. The PVA is ultimately responsible for his/her own office policy and actions.

The PVA should give written notice to the employee stating the reasons thereto, a copy of which should be sent to the PVA Administrative Support Branch along with a Request for Personnel Action (RPA) for dismissal:

1. Conviction by a court of any misdemeanor or felony involving the performance or the duties of his/her job.
2. Refusal to perform reasonable and legal duties required by the PVA.
3. Refusal or inability to follow the prescribed procedures for handling money and maintaining records required by the PVA and the department.
4. Frequently recurring absences from duty without reasonable evidence to support good cause for such absences.
5. Repeated instances of rudeness on the job to fellow employees, a copy of documentation should be sent to the PVA Administrative Support Branch.

Note: The PVA must document all wrong doing by the employee. Verbal warnings should be noted as well as any written reprimands.

F. Vacancy & Hiring Policy

These policies are in effect until further notice.

1. Effective December 2004, a PVA must submit to the PVA Administrative Support Branch a written request to fill a vacancy in the office. The PVA Administrative Support Branch will process an Exemption to Hiring Freeze Form and send to the Executive Director of the Office of Property Valuation for approval.

2. All new deputies must be hired at the same grade or lower than the deputy he/she replaces, and in accordance with the July 1, 2004, [State Salary Schedule](#).
3. A new form required for all employees is for the FAIR LABOR STANDARDS ACT. This form must be included in all new employee packets.

Fair Labor Standards Act

Instructions for Completing Excel FLSA Exempt Test

FLSA Exempt Test and Form (Microsoft Excel)

FLSA Exempt Test (Microsoft Word)

FLSA Exempt Form (Microsoft Word)

FLSA Exempt Test (Adobe PDF)

FLSA Exempt Form (Adobe PDF)

4. The PVA is required to maintain staffing at the lower of the "calculated" or "budgeted deputies".
5. All deputies must be three grades below the PVA unless appointed as a Chief Deputy or a Supervisor with two (2) full time deputies being supervised by that person, excluding the Chief Deputy.
6. **Vacancy Promotion:** PVA may promote a current employee to fill a higher grade vacancy. The name of the employee being replaced should be written in the remarks section of the RPA.

G. Employment Status

1. Personnel status

Three (3) basic types of employment status apply to the employees of a PVA office.

a. Permanent full-time status

1. Employee is full-time salaried; and
2. Employee is entitled to full fringe benefits

b. Permanent part-time under 100 hours per month

1. Employee is part-time hourly;
2. Employee must work under 100 hours per month; and
3. Employee is entitled to FICA benefits only.

NOTE: No PT employee is allowed to work more than 100 hours a month, without the PVA being responsible for fringe benefits.

c. Seasonal status

1. Employee must have a beginning and ending date of employment.
2. Employee can **be considered a full-time employee for six months.**
 - (a) Employee is salaried;
 - (b) Employee is entitled to FICA;
 - (c) Employee is entitled to Holidays; and
 - (d) Employee is entitled to one (1) sick day per month.
3. Employee can **be considered a part-time hourly employee for nine months.**
 - (a) Employee is part-time hourly;
 - (b) Employee is entitled to FICA; and
 - (c) Employee is not entitled to Holiday pay. He/she should not be scheduled to work on holidays.

NOTE: It is the responsibility of the PVA to end the seasonal employment at the end of the required time and a RPA must be submitted to the Support Branch at the end of the employee's term. Failure to end the employment within the agreed term will result in the PVA office paying for the additional cost of employment plus additional benefits.

2. Nature of Personnel Action

The PVA communicates various requested PVA office personnel actions by using a [Request for Personnel Action \(RPA\)](#) (62A639 02/05) form. The RPA must be submitted when the nature of the personnel action requests:

- (a) Election - PVA is elected.
- (b) Appointment - employment of PVA or deputy is made
- (c) Reclassification - an upgrade within a job series
- (d) Promotion - an upgrade from one job series to another job series.
- (e) Lateral transfer - a change in job series without a grade change or a transfer to another county.
- (f) Demotion - a downgrade from one job series to another job series or within a job series.
- (g) Increment - percentage or flat sum pay increase submitted annually, set by the General Assembly.
- (h) Death - an employee dies.
- (i) Dismissal - an employee is relieved from employment.
- (j) Suspension - an employee is temporarily relieved of employment duties with or without pay.
- (k) End of Term - A seasonal employee's expected term ends.

- (l) Leave Without Pay (LWOP) and FMLA - an employee is temporarily relieved of duties without pay.
- (m) Military Leave - an employee serves in the armed forces.
- (n) Resignation - an employee voluntarily ceases employment.
- (o) Retirement - an employee ceases employment due to disability or retirement.
- (p) Six Month Salary Adjustment - New employee is eligible after completing six (6) months of employment in PVA office.
- (q) Vacancy Promotion - A vacancy promotion may occur when a PVA has a vacancy in the office and an existing employee is eligible for upward mobility in the office.
- (r) Other - all other action not specifically stated on RPA form.

The [Request for Personnel Action form \(RPA\)](#) is one of many documents in the employee's personnel file. Any action taken which affects payroll should be documented on a RPA (i.e., name change, address change, salary change).

H. Fund Source

The fund source describes the funds from which an employee is to be paid. State (00) or Local (0X) fund should be stated on the RPA in Section 9 under remarks.

JOB TITLES

MAPPING SERIES

GIS Mapping Technician Trainee
GIS Mapping Technician I & II
GIS Mapping Technician III
GIS Mapping Technician IV
GIS Mapping Technician **Supervisor**
Geoprocessing Specialist
Geoprocessing Specialist Senior
Geoprocessing Specialist Principal

COMPUTER SERIES

Data Entry Operator Trainee
Data Entry Operator I
Data Entry Operator II
Data Entry Operator III
Data Entry Operator **Supervisor**
Computer Operator I & II
Computer Operator III
Computer Operator Principal
Computer Operations Supervisor

ADMINISTRATIVE SERIES

General Deputy Trainee
General Deputy I
General Deputy Senior
General Deputy Principal
Customer Service Rep Trainee
Customer Service Rep
Administrative Assistant Trainee
Administrative Assistant
Administrative Assistant **Supervisor**
Customer Service Rep Senior
Administrative Assistant Senior
Customer Service **Supervisor**
Principal Administrative Assistant
Chief Administrative Assistant
Chief of Staff, Chief Deputy

ASSESSMENT SERIES

Property Assessment Clerk Trainee
Property Assessment Clerk
Property Assessment Clerk Senior
Property Assessment Clerk Principal
Chief Property Assessment Clerk
Director of Real/Personal Property
Real Property Assessor
Real Property Assessor Senior

DATA COLLECTION SERIES

Field Representative Trainee
Field Representative
Field Representative Senior
Field Representative Principal
Field Staff **Supervisor**

OTHER

Switch Board Operator Trainee
Switch Board Operator
Switch Board Operator Senior
Switch Board Operator Principal
Secretary Trainee
Secretary
Secretary Senior
Secretary Principal
Clerical Secretary Trainee
Clerical Secretary Senior
Clerical Secretary Principal
Office Manager

NOTE: ALL SUPERVISORS MUST SUPERVISE AT LEAST TWO (2) FULL-TIME EMPLOYEES, EXCLUDING THE CHIEF DEPUTY AND SEASONAL EMPLOYEES.

CHAPTER III

PAYROLL

SECTION I

A. Payroll

As partially discussed in Chapter II the following forms are required before a paycheck can be issued.

- * [Request for Personnel Action form](#) (RPA)(62A639 02-05)
- * [Form W-4](#) *Employee Withholding Allowance Certificate*
- * [Form K-4](#) *Employee Withholding Allowance Certificate*
- * [Form I-9](#) *Employment Eligibility Verification*
- * Insurance Applications:
 - [Health Insurance Forms and Information](#)
 - [Enrollment/Change/Termination Form](#) *Employee Group Life*
 - [Designation of Beneficiary](#) *Employee Group Life*
- * [KY Retirement Systems Form 2001](#) *Membership Information*
- * [KY Retirement Systems Form 2035](#) *Beneficiary Designation*
- * Fair Labor Standards Act
 - [Instructions for Completing Excel FLSA Exempt Test](#)
 - [FLSA Exempt Test and Form](#) (Microsoft Excel)
 - [FLSA Exempt Test](#) (Microsoft Word)
 - [FLSA Exempt Form](#) (Microsoft Word)
 - [FLSA Exempt Test](#) (Adobe PDF)
 - [FLSA Exempt Form](#) (Adobe PDF)

*(These are necessary for full-time employees.)

Paydays are twice per month, on the 15th & 30th. Paydays will be on Friday when one of these dates fall on Saturday, Sunday, or a holiday which falls on Monday. The processing of the timesheet determines the mailing dates of the paychecks. **Even though, they are mailed early with the intention of early arrival, they are not to be distributed to employees until the 15th or 30th; these dates must be adhered to for cashing state paychecks.**

The PVA Administrative Support Branch cannot release "Pick-up" checks, to any PVA and/or deputy until the official payday or one (1) p.m. the day before. The designated person would be prepared to show an ID and sign for the checks. A written notification must be on file, signed and dated by the PVA, before a deputy can pick up payroll checks.

1. Time and Attendance Reports (62A1082)

Daily time and attendance reports are to be kept on each employee. PVAs are responsible for proper maintenance of these records, which are to be post-marked, or delivered to the Branch three (3) working days before the last day (15th & 30th) of each pay period. If the PVA wishes to fax the timesheet, they may wait until the last day of the pay period. However, they will need to follow up by mailing the original the same day.

For changes that occur after submission, contact the PVA Administrative Support Branch and complete a Time and Attendance Amendment form. Contact (by telephone) the payroll officer by the last day of the pay period or within 24 hours after the change occurs.

Timesheets are the official record of attendance. Falsification of these records is a serious offense and could result in disciplinary action.

The timesheet data is entered in the state payroll system according to Federal and State guidelines. Any variations from the State payroll standards created by the observance of local courthouse hours should be noted in the local payroll records and should be on file in the PVA Administrative Support Branch.

Note: Non-Exempt employees working more than 37.5 hrs. per week should be reported as earning compensatory leave and more than 40 hrs. per week reported as 2.5 pay on the timesheet. (For definition of non-exempt employee see Compensatory Leave Time and Overtime Pay)

2. Payroll Status Changes

A completed Request for Personnel Action form (62A639) must be submitted prior to any change an employee's payroll status. Example: appointments, resignations, terminations, FMLA, leave of absences and salary changes. A copy of a RPA was shown in the previous section.

3. Payroll Deductions

The Finance & Administration Cabinet is required by law to make specific deductions from every paycheck. The mandatory deductions are federal, state and local taxes, FICA (Social Security and Medicare) and state retirement. Other deductions from paychecks may be made for other voluntary payments (i.e., credit union, group insurance plan). If there are questions or problems related to paychecks, they should be directed to an immediate supervisor and then, if necessary, to the PVA Administrative Support payroll officer.

4. Timesheet Example

Timesheets not only serve as the official document of time worked in the office, but it also serves as the official record of accumulated time balances.

Basic information found on a timesheet is:

- * Employee status;
- * Company number;
- * PVA's name and county name;

- * Date and year;
- * Beginning and Ending leave balances;
- * Type of time used on any given day; and
- * Amount of time earned.

It is helpful in entering the payroll if the employees are listed on the timesheets in alphabetical order, as they are shown on the computer.

The social security numbers should always be correct. The wrong social security number may result in an unacceptable or delayed payroll transactions.

Verify each pay period the beginning and ending leave balances and enter the time earned.

The time keeper should show the time used in the following manner.

Example: An employee uses more than one type of leave or works part of the day and takes the remainder off.

Example: For hourly employees, the timesheet should reflect the number of hours worked on the day the work occurred. The corresponding timesheet block should be filled.

Note: All time must be shown in fifteen (15) minute intervals.

Fifteen Minute Intervals

<u>Minutes</u>	<u>Timesheet</u>
15	.25
30	.50
45	.75

CHAPTER III

FRINGE BENEFITS

SECTION II

The PVA and full-time employees participate in various fringe benefit programs provided by law for state employees. The major fringe benefits are holidays, various types of leave, retirement, life insurance, health insurance, worker's compensation, deferred compensation, unemployment insurance, social security, and flexible spending accounts for healthcare and daycare.
[See the current employee/benefit summary.](#)

A. Holidays

The following days are adopted as holidays:

*New Year's Day	January 1
Martin Luther King Jr.	Third Monday in January
Good Friday	One-half day (3.75 hours)
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans Day	November 11th
*Thanksgiving Day	Fourth Thursday in November
*Christmas Day	December 25
Presidential Election Day	

*An extra day each is allotted for Thanksgiving, Christmas and New Year's (See the designated holidays for state employees).

When any of the days above fall on a Saturday, the preceding Friday will be observed as the holiday, and when one of the days fall on a Sunday, the following Monday will be observed as the holiday. When one extra day is mentioned, the Governor will designate the extra day. With approval of the Branch, the county holiday schedule may be adopted in lieu of the state holiday schedule, as long as the PVA office does not have more than the total state days of holiday leave. **If additional/different holidays are observed, the PVA Branch must be notified in writing and in advance, no later than January 1 of each year.**

Due to other circumstances the County Judge/Executive may direct the Courthouse closed (example: festivals, bad weather, or renovations). If any of these occur the PVA must submit a copy of the executive order along with the timesheet to the Branch and with advanced approval the 914 code will be issued.

If it is necessary for an employee to work on a holiday, he/she will receive compensatory leave or overtime. The Branch should be notified in advance, if this situation presents itself. If overtime is occurred the PVA office will be billed and payment upon receipt of bill.

B. Annual Leave

Each full-time employee, will be allowed annual leave with pay at the following rate:

TABLE 1

<u>Years of Service</u>	<u>Annual Leave Days</u>
0-5 years	1 leave day per month - 7.5 hrs
5-10 years	1 1/4 leave days per month - 9.38 hrs
10-15 years	1 1/2 leave days per month - 11.25 hrs
15-20 years	1 3/4 leave days per month - 13.13 hrs
20 years and over	2 leave days per month - 15.00 hrs

An employee must have been in pay status for more than 100 hours in a month to accrue annual leave. Annual leave accrues at the end of the month but cannot be used until the first day of the following month. In computing years of total service for the purpose of allowing annual leave, only those months for which an employee earned annual leave will be used. They must work 100 hours or more per month to accrue time.

Annual leave may be accumulated and carried forward from one calendar year to the next not to exceed the following maximum amounts:

TABLE 2

<u>Years of Service</u>	<u>Maximum Amount</u>
0-5 years	Thirty (30) work days, 225 hrs
5-10 years	Thirty-seven (37) work days, 277.5 hrs
10-15 years	Forty-five (45) work days, 337.5 hrs
15-20 years	Fifty-two (52) work days, 390 hrs
Over 20 years	Sixty (60) work days, 450 hrs

Leave in excess of the maximum amounts shall be converted to sick leave at the end of the calendar year **on the 30th payday of January.**

Absence on account of sickness, injury or disability in excess of that herein authorized for such purposes, may be charged against annual leave at the request of the employee.

Accumulated annual leave shall be granted by the PVA in accordance with operating requirements and, insofar as practicable, with the requests of employees.

Employees are charged with annual leave for absence only on days which they would otherwise work and receive pay. Annual leave shall accrue only when an employee is working or on authorized leave with pay. **NOTE:** Employee must work 100 hours or more per month to accrue time. **No Part-time employee is entitled to annual leave.**

The passage of HOUSE BILL 824 (2000) allows payment of accumulated annual leave and compensatory leave upon separation from the PVA office. The enabling regulation, 103 KAR 5:160, became effective February 27, 2001. Checks are processed one (1) whole pay period after the last day of employment. *Refer to Table 2 on the previous page. Annual Leave will convert into Sick Leave after the maximum leave is met. The employee can also elect to defer annual leave into Deferred Compensation. *See Deferred Compensation later in this section.

C. Compensatory Leave Time and Overtime Pay

Effective July 1, 2001, we will not be able to FUND any overtime for inspection period or any other projects.

Any overtime must be reimbursed upon receipt of a bill from PVA Administrative Support Branch. There should be no accumulation of compensatory or overtime without prior approval from the PVA Administrative Support Branch.

Determination of Exemption Status:

Non-Exempt

If the job/position is not determined to meet the criteria as executive, administrative, or professional in accordance with the Federal Fair Labor Standards Act, and paid on a salaried basis, compensatory leave time will be earned for any hours you work beyond the usual hours of duty until worked 40 hours that week. Employees in this category are "non exempt".

**** (NON-EXEMPT EMPLOYEE: An employee defined as "NON EXEMPT" under the Fair Labor Standards Act (FLSA) and is entitled to receive time and a half for each hour worked over forty in a workweek. The non-exempt employee has the option of being paid for the extra hours or may choose to get compensatory time. This option may be changed after six (6) months. If you are paid by the hour, Part-time under 100 you will be paid for the hours worked up to and including 40 hours in the week. For hours worked beyond 40 in a workweek, you will be paid time and one-half your regular rate of pay, unless you elect to receive compensatory leave at one and one-half for each hour over 40 hours. If you elect to receive compensatory leave at time and one-half, this election must remain in effect for a minimum of six months.**

Exempt

If the job/position is determined to meet the criteria as executive, administrative, or professional, compensatory leave time for all hours worked in excess of your regular work schedule. This accrual will be on an hour for hour basis. Employees in this category are considered "exempt" employees.

**** EXEMPT EMPLOYEE: An employee defined as "EXEMPT" under the Fair Labor Standards Act (FLSA) is not covered by the overtime provisions of this Act.**

D. Sick Leave

1. Each full-time, seasonal or temporary employee shall earn sick leave with pay at the rate of 7.50 hours for each month of service. An employee must have worked 100 hours or more per month to accrue time. Sick leave accrues at the end of the month but cannot be used until the first day of the following month.
2. Full time employees completing ten (10) years of total service with the state shall be credited with ten (10) additional days of sick leave upon the first day of the month following the completion of ten (10) years of service.
3. Full time employees completing twenty (20) years of total service with the state shall be credited with ten (10) additional days of sick leave upon the first day of the month following the completion of (20) years of service.
4. Unused sick leave may be accumulated with no maximum on accumulation.
5. Sick leave shall accrue only when an employee is working or on authorized leave with pay. Sick leave shall not accrue when an employee is on educational leave with pay.

6. A PVA shall grant accrued sick leave with pay when an employee:
 - a. Receives medical, dental or optical examination or treatment;
 - b. Is disabled by sickness or injury;
 - c. Is required to care for sick or injured member of the immediate family for a reasonable period of time;
 - d. Would jeopardize the health of others because of exposure to a contagious disease;
 - e. Has lost by death a parent, child, brother or sister, or the spouse of any of them, or any person related by blood or affinity, with a similarly close association. Leave under this subparagraph is limited to three (3) days or a reasonable extension at the discretion of the PVA. **An employee may also qualify for FMLA and Donated Sick Leave.**

At the termination of sick leave with pay, the appointing authority shall reinstate the employee to his former position.

7. A PVA may grant sick leave without (LWOP) pay for so long as an employee is disabled by sickness or illness and the total continuous leave does not exceed one (1) year. At the termination of sick leave without pay, the appointing authority shall reinstate the employee.
8. Absence for a fraction or part of a day that is chargeable to sick leave shall be charged in one-half hour increments.
9. Employees shall be credited for accumulated sick leave when separated by proper resignation, layoff, retirement or leave without pay. The employee's amount of accumulated sick leave shall be listed in the remarks section of the separation form. Former employees who are reinstated or re-employed may have their accumulated and unused sick leave balances reinstated after sixty (60) days of work. A memo must accompany the RPA requesting to have the time restored.
10. In cases of absence due to illness or injury for which worker's compensation benefits are received for lost time, sick leave may be utilized to the extent of the differences between such benefits and the employee's regular salary, (See Worker's Compensation Manual).
11. Maternity Leave: See Family Medical Leave Act (FMLA), below in Section E.

12. Application for Sick Leave: An employee shall file an application for sick leave with pay within a reasonable time. Except in cases of emergency illness, an employee shall request advanced approval for sick leave for medical, dental or optical examination, and for sick leave without pay. In all cases of illness, an employee is obligated to notify his immediate supervisor or other designated person. Failure to do so in a reasonable period of time may be cause for denial of sick leave for the period of absence.

13. Supporting Evidence

- (a) An appointing authority shall grant sick leave when the application is supported by acceptable evidence. A supervisor's or employee's certificate may be accepted, but a medical certificate may be required, signed by a licensed practitioner and certifying to the incapacity, examination, or treatment;
- (b) An appointing authority may place on sick leave an employee whose health might be jeopardized by job duties or whose health might jeopardize others, and who, on request, fails to produce a satisfactory medical certificate.

Upon termination of employment, employees shall not be paid for accumulated sick leave. The sick leave balance may be added as service credit for the purpose of determining retirement benefits (KRS 51.546).

E. Family Medical Leave (FMLA)

The Family and Medical Leave Act of 1993 (FMLA) requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Unpaid leave must be granted for any of the following reasons:

- 1. To care for the employee's child after birth, or after placement of a child with an employee for adoption or foster care;
- 2. To care for the employee's spouse, child or parent who has a serious health condition;
- 3. For a serious health condition that makes the employee unable to perform his/her job duties.

Job Benefits and Protection

- 1. For the duration of FMLA leave the employer must maintain the employer portion of the employee's health coverage under any "group health plan", and

2. Returning from FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Employee Requirements

1. Employees are eligible if they have worked for a covered employer for at least one year and have worked 1,250 hours over that year. *Actual hours worked in the office.
*Employee's must exhaust all of their time before they are placed on FMLA, **unless they request in writing to retain ten (10) days of sick leave.**
2. There must be at least 50 employees within 75 miles.
3. Advance notice and medical certification are needed for FMLA.

Advance Notice and Medical Certification:

1. The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable".
2. An employer may require medical certification to support a request for leave because of a serious condition and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

See [101 KAR 2:100 \(Section 3\)](#)

F. Court Leave

An employee shall be entitled to leave of absence from duties, without loss of time or pay for that amount of time necessary to comply with subpoenas by any court, federal, state or political subdivision thereof, to serve as a juror or witness. This leave shall include necessary travel time. If relieved from duty as a juror or witness during his normal working hours, the employee shall return to work. An exception to this policy is where the employee himself or a member of his family is a party plaintiff in court action, then personal leave time must be used.

G. Military Leave

Upon request, an employee who is an active member of the United States Army Reserve, the United States Air Force Reserve, the United States Naval Reserve, the United States Marine Corps Reserve, the United States Coast Guard Reserve, the United States Public Health Service Reserve, or the Kentucky National Guard shall be relieved from the civil duties, to serve under order of training duty without loss of the regular compensation for a period not to exceed the number of working days specified in KRS 61.394 for a federal fiscal year.

- (1) The absence shall not be charged to leave.
 - (2) Absence that exceeds the number of working days specified in KRS 61.394 for a federal fiscal year shall be charged to annual leave, compensatory leave or leave without pay.
 - (3) The appointing authority may require a copy of the orders requiring the attendance of the employee before granting military leave.
 - (4) An appointing authority shall grant an employee entering military duty a leave of absence without pay for a period of the duty not to exceed six (6) years.
- Upon receiving military duty leave of absence, all accumulated annual and compensatory leave shall be paid in a lump sum, if requested by the employee.

H. Voting Leave

Appointing authorities shall allow all employees ample time to vote not to exceed the allowed time pursuant to KRS/KAR, State Personnel Cabinet. Prior approval must be requested from the PVA. Such absence shall not be charged against leave.

Employees who are permitted to work in lieu of taking voting leave shall receive four (4) hours of compensatory leave if they vote. Also, the PVA Administrative Support Branch must be notified in advance if this takes place.

I. Educational Leave

A PVA may grant leave of absence for the following reason: for assignment to and attendance at college, university, or business school for the purpose of training in subjects related to work of the employee which will benefit the PVA office and the department; or for purposes other than above that are deemed to be in the best interests of the PVA office and the department.

J. Adoptive Leave and Benefits Program

See Family and Medical Leave Act and [101 KAR 2:120](#).

K. Life Insurance

Employees who are contributing members to one of the state administered retirement systems receive a life insurance policy for which the Commonwealth pays the premium. Coverage is effective the first day of the second month following the date of appointment.

Employees receive a \$20,000 policy as of January 1, 1996. Each employee can buy at low cost additional insurance by applying within sixty (60) days of original coverage. If employment terminates, or the employee retires or is deceased it is very important to contact the PVA Administrative Support Branch to receive the current or beneficiary information regarding the conversion privileges by which coverage could continue. The life insurance company may change due to the State price contract; the PVA Administrative Support Branch will have the current information. As of July 1, 2003, the contract is with (The Standard Insurance Company).

L. Health Insurance

Employees who are contributing members to the state administered retirement system receive hospitalization, surgical & medical insurance coverage. You must sign up within thirty (30) days of employment.

To waive the health insurance coverage the employee must sign a waiver. Once a waiver is signed or the employee has been enrolled in one of the insurance plans, the employee is obligated to this plan for one year (until next open enrollment), unless a qualifying event exists. This coverage becomes effective the first day of the second month following the date of appointment. **Deductions are twice monthly for all Insurance Plans as of January 2005.** It is the responsibility of each employee to make an insurance choice. Please be sure to read the insurance information carefully. If you have any questions contact the PVA Administrative Support Branch.

NOTE: Retirees who return to work in an agency that participates in the Public Employee Health Insurance Program must choose to participate through the retirement system or the employer. They must waive coverage with one of the agencies and are not eligible to direct the money into the Commonwealth Choice Medical Spending Account. **As a result of Legislation passed in 2003, all KTRS retired members are required to WAIVE the Health Insurance coverage through the Kentucky Teachers' Retirement System and sign up with the new agency.** [See the Health Insurance Handbooks and Application.](#)

M. HIPAA

An additional protection for your health information, HIPAA (Health Insurance Portability and Accountability Act) was signed into law on August 21, 1996, but the privacy rule portion became effective April 14, 2003.

HIPAA is comprised of several components aimed at reducing paperwork, improving efficiency of health systems and ensuring protection of, confidentiality and security of health care information.

NOTE: Due to the HIPPA we can no longer discuss any information about your health insurance with anyone except the employee that is the primary provider. If you have any questions about specific coverage for test or your health care you need to talk directly with your insurance carrier. Any questions directed to PVA Administrative Support Branch should be done by telephone and not by e-mail.

Additional information can be requested from the Branch.

N. Worker's Compensation

All employees are covered by Worker's Compensation Insurance in accordance with the Kentucky Worker's Compensation Law. Payments under this law are for both loss of time and medical expenses resulting from personal injuries which arise out of and in the course of employment.

Medical expenses are normally paid in full, while payments for loss of time are based on a percentage of an employee's salary within certain minimum and maximum limits. When the employee elects to use their sick leave and receive their regular pay check **all Workers' Compensation checks must be endorsed and returned to the PVA Administrative Support Branch.** Upon receipt the used leave will be reinstated. The basic requirement on the part of the employee is to report immediately all job related injuries, no matter how slight, to his/her supervisor. PVA Administrative Support Branch should be informed of any accidents within 24 hours. Also a worker's claims medical waiver and consent Form 106, must be signed and accompany the first report of injury. **Call (502)564-2226 or (502)564-2307 to complete the form 1A-1 and follow up by mailing with "Medical Waiver and Consent Form" (Form 106).**

The entire program for Worker's Compensation is paid by state government. The Workers Compensation Poster must be posted in the PVA Office in a central location. See the Workers' Compensation Manual and Consent Form.

O. Flexible Benefits

Under the state's flexible benefits plan, the employee has the option of paying for any health insurance premiums with pre-tax dollars.

When this option is chosen the premium is deducted from the employee's pay before it is taxed and a savings in federal, state and social security deductions will be realized. Consequently, the employee will have an increase in take-home pay, and the benefit of a medical deduction since most people can not itemize this deduction for tax purposes. However, if you have an employee that is thinking about retiring they may want to forfeit the pre-taxed dollars by signing a waiver form. When this is done the employee is taxed on their insurance premiums like all other payroll deductions, but they will increase their earnings into Social Security.

The employee will receive this tax benefit unless they sign a waiver during the annual open enrollment period or within thirty (30) days following their employment. If the waiver option is not chosen during those times the employee will have to wait until the next open enrollment period before a change can be made.

P. Commonwealth Choice

If the Health Care Spending Account option is chosen, you may be able to change your current election and make a new election mid-year if you experience an eligible qualifying event. Most qualifying events that allow you to make a change in your Health Insurance may now permit you to make a change in your Health Care Spending Account. **Note:** Once an employee has signed a waiver, the plan is legally binding and irrevocable, except for the following conditions that relate to a change in family status:

- * Marriage
- * Divorce
- * Death of Spouse or Child
- * Birth or Adoption of Child
- * Termination of Spouse's Employment
- * Dependent becomes of age 24

See the [Appendix](#) for the Health Care Handbooks, Flexible Spending Account and Day Care documents. Effective January 1, 2003, the administrator is [Fringe Benefits Management Company](#).

Q. COBRA

Initial COBRA information is sent to all new full-time employees upon approval employment from the PVA Administrative Support Branch.

If an employee leaves state employment, the employee may remain on the state health insurance group plan for a limited time by paying the total amount of the premium and administrative cost to the health insurance carrier. To be eligible for this benefit, the employee must not be eligible for other group insurance or entitled to Medicare.

The employee's right to continue health insurance coverage at special group rates, by personally paying the full premium, is assured under federal law (the Consolidated Omnibus Budget Reconciliation Act of 1985 or COBRA). This law requires that the employer notify the employee and any eligible dependents in writing about eligibility for continued group health insurance. The employee has the responsibility to notify the employer when the employee or any eligible dependents become entitled to COBRA.

1. If an employee resigns, retires, terminates (except for gross misconduct) or has an hourly reduction, (from full-time to part-time) they can continue health insurance coverage for 18 months, beginning with the date of the qualifying event.
2. If an individual is the spouse or dependent of a deceased, divorced, separated, or entitled to Medicare employee, the individual can continue health insurance coverage for 36 months, beginning with the date of the qualifying event. It is the individual or the dependent's responsibility to notify the health group administrator within thirty (30) days of the qualifying event when and if these qualifying events occur: divorce, legal separation or dependent child is no longer an eligible dependent. The individual or the eligible dependent has the responsibility to file the application provided by the employer within sixty (60) days, of loss of insurance coverage. After that, the individual will be responsible for making all premium payments on time directly to the insurance company.

R. Retirement [Kentucky Retirement Systems](#)

To be eligible for the Kentucky Employees Retirement System, the employee must work an average of 100 or more hours per calendar month. Permanent full-time employees will automatically contribute to the retirement system.

The employee's monthly contribution to the state retirement plan is five-percent (5%) of base salary for non-hazardous positions. Contributions are deducted automatically from paychecks.

Currently, as of July 1, 2004, the state contributes 5.89% of your base salary towards the retirement pension; the combined monies set aside as reserves for an employee's retirement benefits equal 10.89% of actual gross earnings. Retirement funds are not taxable until the employee receives the retirement benefits.

The extent of the employee's beneficiary's benefits will depend upon length of service to the state and the average of three (3) highest years of wages. Generally, the employee must have worked for the state at least five (5) years to collect retirement benefits. However, employees who reach age sixty-five (65) and have contributed to the retirement system are eligible for retirement, regardless of length of service. The shorter the service time, the smaller the retirement benefits.

Other aspects of KERS benefits include:

- * Early Retirement at age 55 (with reduced benefits);
- * Retirement at any age after thirty (30) years of service, with full benefits;
- * Retirement after twenty-five (25) years of service with benefits reduced 5% for each year less than twenty-seven (27);
- * Credits toward retirement for accumulated sick leave;
- * Disability retirement when the disability occurs during service;
- * Purchase of retirement credit for military service;
- * Hazardous duty retirement fund;
- * Health insurance after retirement (prorated according to length of service);
- * Death benefits paid to your estate. Contact a benefits counselor at the KERS for details of these benefits.

If the employee leaves state employment, the employee's contributions to the retirement system are refundable upon request. The employee may choose not to withdraw the KERS principal and collect benefits after reaching age(65).

To calculate the retirement pension at age sixty-five (65) the normal retirement age, The KERS formula for normal retirement is "FINAL COMPENSATION X 1.97% X YEARS OF SERVICE" except for the following cases:

* For a KERS non-hazardous member who participates in any of the state retirement systems from January 1, 1998 through January 1, 1999 and retires between February 1, 1999 and January 31, 2009 with less than 20 years, the benefit factor will be 2%.

* For a KERS non-hazardous member who participates in any of the state retirement systems from January 1, 1998 through January 1, 1999 and retires after January 31, 2009, the benefit factor will be 2%.

* For a KERS non-hazardous member who participates in any of the state retirement systems from January 1, 1998 through January 1, 1999 and retires February 1, 1999 through January 31, 2009 and has at least 240 months of service, the benefit factor will be 2.2%.

* As of August 1, 1992, all permanent full-time employees with unused sick leave can apply the sick leave to the length of service for retirement.

S. Retirees Returning to Work

Individuals receiving a retirement payment under KERS, that are rehired, must be treated as a "NEW" employee. The person accumulates leave as a new employee and is treated as though he or she never worked for state government for purposes of service credit for leave accrual.

Returning full time and receiving health insurance through the retirement system the employee must choose to continue health insurance through the retirement system or the agency. They cannot waive insurance with the agency and put the money into the Medical Flexible Spending Account. They can only have insurance coverage through one state agency.

*** Retirees from KTRS must WAIVE their insurance with the Retirement System and sign up with the new agency.**

*** Returning retirees must have a one (1) month break in service for part-time employees and six (6) months break for full-time employees.**

T. Unemployment Insurance Benefits

Effective January 1979, state employees may be eligible to receive unemployment benefits. If laid off, the employee can contact the local Unemployment Insurance Office concerning whether he is eligible to file a claim for unemployment compensation.

U. Social Security

In general, employees pay social security contributions, which are pooled into special trust funds. When earnings stop or are reduced because the worker retires, dies or becomes disabled, monthly cash benefits are paid to replace part of the earnings the family has lost. Presently the employee pays 7.65% of his earnings.

V. Sick Leave Sharing

An employee may receive donated sick leave time after the following requirements are met by the donor and the recipient.

1. Has exhausted all accumulated sick, annual and compensatory leave balances
2. Needs to be off for at least (10) consecutive working days
3. Has a written certificate from a licensed, practicing physician.
4. Recipient must be in immediate family per KRS 18A.196.

NOTE FOR DONOR(S):

- 5. Donor must have and maintain a balance of at least 75 hours of sick leave to be eligible to donate and be an active deputy, within the State Personnel Payroll System.**

See [KRS 18A.197](#) and [101 KAR 2:105](#)

[Sick Leave Sharing Application Form](#) - This form is used by an employee who wishes to receive donated sick leave.

[Sick Leave Sharing Donation Form](#) - This form is used by an employee who wishes to make a sick leave donation.

W. [Annual Leave Sharing](#)

1. An employee who has accrued an annual leave balance of more than seventy-five (75) hours may request that the appointing authority of the agency for which the employee works makes available for transfer a specified amount of his or her annual leave balance to another named employee authorized to receive leave under subsection (2) of this section.
2. An appointing authority may permit an employee of the agency to receive leave under this section if:
 - a. The employee suffers from catastrophic loss to his or her personal property, due to either a natural disaster or fire, that either has caused or will likely cause the employee to go on leave for at least ten (10) consecutive working days;
 - b. The employee has exhausted his or her accumulated annual leave and compensatory leave balances; and
 - c. The employee has complied with administrative regulations governing the use of annual leave.
3. The appointing authority, shall determine the amount of leave, if any, that an employee within his or her agency may receive under subsection (2) of this section. Transfers of leave shall not exceed the amount requested by the recipient.
4. Leave may be transferred from an employee of one (1) agency to an employee within the same agency or another state agency.
5. Any leave transferred under this section that remains unused shall be returned to the donor.

[Annual Leave Sharing Application Form](#) - This form is used by an employee who wishes to receive donated annual leave.

[Annual Leave Sharing Donation Form](#) - This form is used by an employee who wishes to make an annual leave donation.

X. Blood Leave

1. An employee who, during regular working hours, donates blood at a licensed blood center certified by the Food and Drug Administration shall receive four (4) hours leave time, with pay, for the purpose of donating and recuperating from the donation.
2. Leave granted under this section shall be used at the time of the donation.
3. An employee who is deferred from donation blood shall not:
 - a. Be charged leave time for the time spent in the attempted to donate; and
 - b. Qualify for the remainder of the blood donation leave.

Y. Adverse Weather Leave

1. An employee, who is not designated for mandatory operations and chooses not to report to work or chooses to leave early in the event of adverse weather conditions such as tornado, flood, blizzard or ice storm, shall have the time of the absence reported as:
 - a. Charged to annual or compensatory leave;
 - b. Taken as leave without pay, if annual and compensatory leave has been exhausted; or deferred in accordance with subsections of KRS.
2. **An employee who is on prearranged annual, compensatory or sick leave shall charge leave as originally requested.**
3. If operational needs allow, except for an employee in mandatory operations, management shall make every reasonable effort to arrange schedules whereby an employee will be given an opportunity to make up time not worked rather than charging it to leave.
4. An employee shall not make up work if the work would result in the employee working more than forty (40) hours in a workweek.
 - a. Time lost shall be made up within four (4) months of the occurrence of the absence. If it is not made up within four (4) months, annual or compensatory leave shall be deducted to cover the absence, or leave without pay shall be charged if not annual or compensatory leave is available.
 - b. If an employee transfers or separates from employment before the leave is made up, the leave shall be charged to annual or compensatory leave or deducted from the final paycheck.

5. If catastrophic, life-threatening weather conditions occur, as created by a tornado, flood, ice storm or blizzard, and it becomes necessary for authorities to order evacuation or shutdown of the place of employment, the following provisions shall apply:

- a. An employee who is required to evacuate or who would report to a location that has been shutdown shall not be required to make up the time that is lost from work during the period officially declared hazardous to life and safety.
- b. An employee who is required to work in an emergency situation shall be compensated pursuant to the provisions of the Fair Labor Standards Act.

Z. Other Employee Benefits

*Savings Bonds: All employees may purchase Series EE U.S. Savings Bonds through the payroll deduction savings plan.

*Credit Unions: As a state employee, you may want to join the Commonwealth Credit Union or the Kentucky Employees Credit Union. Each offers a wide range of financial services. **Note all transactions in relation to the credit unions must be handled with the Credit Unions.**

*Direct Deposit: Most state government employees can enjoy the convenience of having their paycheck directly deposited into their checking or savings accounts.

Direct Deposit Form

*Deferred Compensation: All state government employees may participate in Kentucky Deferred Compensation Authority program. The program defers "pre-tax" income from your annual compensation and set it aside for retirement. **Note: All transactions in relation to Deferred Compensation must be handled with that agency, call (800-542-2667 or 502-573-7925).**

*Kentucky Employee Assistance Program (KEAP): The Kentucky Employee Assistance Program is dedicated to helping employees find solutions to the personal problems that may hinder their effectiveness at work.

*ClickHR Kentucky Employee Self-Service System: This system allows employees to view their financial, leave, compensation and deduction information online.

*Dental Insurance

*Finance & Administration Cabinet Flexible Work Schedule: See FAC Standard Procedure 2.7.

*Office Vehicle Use by Employee: Use of the Office vehicle for any other purpose than office work. (See instructions and monthly Fringe Benefit Report).

*Affirmative Action Plan for Kentucky State Government
KRS 18A.138: The official affirmative action plan for Kentucky state government ensures equal opportunity for all Kentuckians regardless of race, color, religion, national origin, disability, sex, age, sexual orientation, gender identity, ancestry and veteran's status. View general information on this plan on the Personnel Cabinet website.

*Finance & Administration Cabinet procedures on sexual harassment.

CHAPTER IV

FUNDING OF THE PVA OFFICE (KRS 132.590)

SECTION I

The PVA office can be funded from five sources: State, County, City, Urban County Government and Miscellaneous Income.

Once the local obligations are provided to the PVA office, the funds become PVA state funds. These funds are controlled by the elected PVA for use in operating the PVA office. The PVA is fully responsible for the management of the PVA funds and is subject to the restrictions set forth in statute and local county procurement procedures.

A. State Funding Sources

The PVA state appropriation amount is set by the General Assembly to be used for personnel expenditures. The PVA personnel expenditures included the PVA salary, PVA expense allowance, deputy salaries and all related fringe benefits.

1. The PVA salary is funded entirely from state funds. In addition to the base salary, annual CPI increment, FICA, Federal, State and Local Taxes, Retirement, Insurance, and Workers Compensation are provided in the PVA budget.
2. The PVA Monthly Expense allowance and the Annual Education Incentives are funded from state funds, including all related fringe benefits, as applied to the PVA salary.
3. Deputy salaries are primarily funded from the state appropriation. Related fringe benefits, such as, annual increments, **six (6) months salary adjustment**, reclassification, promotions, FICA, Federal, State, and Local Taxes, Retirement, Insurance, Worker's Compensation and Unemployment Insurance are provided from the state appropriation.

B. County Funding Source (KRS 132.590 (9-14))

1. The county fiscal court is required to appropriate annually, its cost for use of the county assessment, an amount determined as follows:

ASSESSMENT SUBJECT TO COUNTY TAX OF:

<u>At least</u>	<u>But Less Than</u>	
_____	\$100,000,000	\$.005 for each \$100 of the first \$ 50,000,000 and \$.002 for each \$100 over \$50,000,000.
\$100,000,000	\$150,000,000	\$.004 for each \$100 of the first \$100,000,000 and \$.002 for each \$100 over \$100,000,000.
\$150,000,000	\$300,000,000	\$.004 for each \$100 of the first \$150,000,000 and \$.003 for each \$100 over \$150,000,000.
\$300,000,000	_____	\$.004 for each \$100.

However, the total amount to be appropriated as determined by this formula may not exceed the amounts set forth in the following table.

Assessed Valued of Property Subject to County Tax of:

<u>At Least</u>	<u>But Less Than</u>	<u>Limit</u>
-----	\$ 700,000,000	\$ 25,000
700,000,000	1,000,000,000	35,000
1,000,000,000	2,000,000,000	50,000
2,000,000,000	2,500,000,000	75,000
2,500,000,000	5,000,000,000	100,000
5,000,000,000	_____	175,000

The assessed value to be used in the calculation of the county allowance includes the taxable assessment only. The homestead exemptions and the deferred agricultural assessments are not included in the total. Also not included are assessments which are only taxable by the state. In summary, only that amount of assessment upon which county taxes are levied may be included in this calculation.

Example Calculation

Total taxable assessment from certification	\$549,304,125
Minus state rate only assessments	\$ 75,052,836
Total assessment subject to county tax	\$474,251,289

The amount of county assessment x .004 per \$100 of assessment
 $474,251,289 \times .004$ divided by 100 = \$18,970

So, the total county allocation is \$18,970. Since the total is within the maximum limits as set out in the above table, the county's share is \$18,970.

Because appropriations are made annually, and do not automatically carry over, but expire at the end of each fiscal year, the annual appropriation of the fiscal court to the PVA office should be \$18,970 plus any unused funds to be carried over from the previous year.

NOTE: All unexpended "county funds" must be carried forward.

These funds may be used for deputy salaries, supplies, maps, equipment, travel expenses for PVA or deputies and other authorized expenses of the office as authorized by the Finance and Administration Cabinet.

NOTE: [KRS 132.410\(1\)](#) - The county must bear the expense related to providing facilities for the PVA office. If county government has to pay rent for this required space the rental payments are not to be deducted from the statutory allowance.

2. Notification of PVA Appropriation to Fiscal Court

Three step process:

- a. Estimated Appropriation Letter - An estimate of the PVA office expected appropriation for the new fiscal year is provided to the county fiscal court for use in the county budget procedure. This estimate is based upon the prior year's appropriation, plus an expected percentage increase. The estimate letter includes additional obligations above the statutory appropriation, such as inspection period advertisement, fall conference expense up to \$300.00 paid by county or 1/2 whichever is greater and telephone expense.

NOTE: A reminder is usually sent to PVAs in March allowing them the opportunity to make any adjustments to the telephone expense and inspection period advertisement expense, via MOTAX and Email. **NOTE: See memorandum dated March 17, 2005 concerning "Telephone Expense".**

- b. Certified Appropriation - Upon assessment certification of a county, the Department of Property Valuation provides the PVA Administrative Support Branch with the calculation of the PVA office appropriation.
- c. Final Appropriation Letter - The Final Appropriation is provided to the County Judge/Executive, the PVA, and the Department of Local Government through a Final Appropriation letter. Any changes to the certified assessment of a county must be amended through a process of an updated final letter to all the above parties.

C. Other Fund Sources

The PVA office may receive funds from sources other than the county and city. These funds include:

- 1. Other Districts - Districts other than the counties and cities using the tax roll. Example: Fire Districts and Conservation Districts.
- 2. Interest Income - Interest earned on accumulated PVA funds.
- 3. Tax Bill Printing Income - Charges to the county clerk for printing tax bills.
- 4. Miscellaneous Income - Miscellaneous charges for copies and etc. (FEE SCHEDULE).

All Other Fund Sources must be deposited in PVA fund accounts and accounted for in the PVA budget.

D. Carry-over Funds ([KRS 132.601\(2\)](#))

All unexpended PVA office funds are considered carry-over funds into the succeeding fiscal year. The county and city portions of the carry-over are subject to restrictions based on KRS 132.601. The PVA office is allowed to carry-over funds equivalent to the total annual local appropriation for the ending fiscal year or five thousand dollars (\$5,000), whichever is greater. The local appropriation limitation is determined by using the January 1 certified appropriation from the prior calendar year. This date is used because the certified assessment for January 1 is not applied for appropriation purposes until the following fiscal year. Funds in excess of this limitation must be refunded no later than August 1 of the current fiscal year to the appropriating local governments in direct proportion to their respective appropriations.

Other carry-over funds, if separately accounted for, may be retained in full and subjected to the Auditor of Public Accounts requirements for accepted accounting standards.

E. City Funds

Any city that chooses to use the county assessment on property within its jurisdiction may do so by paying a fee to the property valuation office. The fee for this service is one-half (1/2) of one cent (.005) per one hundred dollars of assessment, provided that the total fee shall not be less than two hundred fifty dollars nor more than forty thousand dollars in cities having an assessment subject to city tax of less than two billion dollars or fifty thousand dollars in cities having an assessment subject to city tax of more than two billion.

The assessment figure is determined by including only that assessment subject to the city tax rate.

Example calculation:

The taxable assessment of a city is determined to be one hundred sixty-seven million dollars.

$167,000,000 \times .005 \text{ divided by } 100 = \$8,350$

The city would owe the amount of \$8,350 for use of the PVA generated valuations of city property.

F. Urban Governments (Fayette and Jefferson Counties)

Merged city-county governments have all the rights and restrictions of the statutes applicable to county governments.

Per KRS 132.590(14) the annual appropriation is an amount equal to the combined amounts determined by the formula for a city and county using the county-wide assessment in the county formula and the assessment that is subject to full urban services only in the city formula.

However, the total appropriation shall not exceed \$100,000 when the assessment subject to county-wide tax is less than three billion, \$125,000 when the assessment is between three and five billion, and \$200,000 when the assessment is in excess of five billion.

Chapter IV

BUDGET PROCESS

SECTION II

A. General Requirements

The PVA office budget document governs the use of all PVA office funds. The PVA office shall submit for approval by June 1 of each year a budget request document to the **Finance and Administration** Cabinet, PVA Administrative Support Branch. **Effective July 1, 2005, the Annual Vehicle Data Form must be completed and accompany the budget request document.** The PVA budget request document categorizes the estimated fund sources and expenditures for the new fiscal year. Once the Support Branch receives the request document, a review of the budgeted accounts and balancing of funds to expenditures is carried out. The funds to expenditures must, at least, balance before the **Finance and Administration** Cabinet approves the PVA budget. **The Finance and Administration** Cabinet shall return to the PVA a budget approval by July 1 of the new fiscal year.

Expenditures from the PVA fund should be reasonable and necessary for the PVA office. Guidelines are established through the respective county procurement codes and procedures and/or, if chosen, the state procurement procedures. The PVA office funds are subject to audit by the State Auditor's office. The PVA Administrative Support Branch is responsible for allocation of the state appropriation for deputy salaries and provides assistance to the PVA in determining reasonable and necessary expenditures.

B. Budget Amendment ([Amended Budget Form](#))

The PVA office is required to amend the original approved budget document when expenditures in an account series exceed the budgeted amount. Over spending in a particular expense account category should be noted in the PVA office records but an official budget amendment is not necessary. Changes in fund source categories should be amended to reflect major fund source differences and be resubmitted.

All budget amendments should be requested upon recognition of the actual expenditure or fund source changes. All amendment requests must be received before the end of the fiscal year and must reflect current fiscal year expenditures or incurred contracts for expenditures and must include the reason for the amendment.

NOTE: All amendments for the end of the calendar year must be submitted by July 15.

C. State Appropriation

The state appropriation is used for PVA and deputy salary expenses. The allocation of personnel in the PVA offices is based on the work unit concept as established by the U.S. Census. The minimum number of deputies in a PVA office should be two (2) employees required by Federal Law.

The PVA Administrative Support Branch prepares a projection of salaries and fringe benefits for all PVA office personnel. The base salaries of the PVA and PVA deputies are projected (including annual increments) FICA, Retirement and the state-paid portion of medical insurance are projected for the following fiscal year. Each PVA's projected expense allowance is also included. In addition, all general budget contingencies, such as workers' compensation and unemployment compensation are projected for the state appropriation.

D. Local Deputy Hire

The local billing for excess deputy hire expenses is projected for each PVA office. Local Deputy hire billing is necessary due to the excess of PVA office personnel expenses over the allowed PVA state appropriation (General Assembly Enacted Budget). **The Finance and Administration** Cabinet has initiated a formula approach to deputy hire billing for each PVA office based on a comparison of funds (current year only) to work units/parcel count. **The amount requested should be paid by the county into the State Treasury by September 1st, per KRS 132.590 (1) or quarterly payments should be made on or before September 1, December 1, March 1 and June 1 respectively to the PVA Administrative Support Branch.**

E. Work Units/Parcel Count

The work unit concept is used, by statute, to determine the comparative number of personnel allowed for each PVA office (minimum two deputies per office). Each county's work units are derived from U.S. Census data and other sources of unbiased information. The work unit, as currently determined, is the sum of real property parcels for each county. Three types of real property parcels are used: residential, farm, and commercial. The number of census parcels per county does not necessarily reflect the parcel divisions used by the PVA office.

F. Additional Deputy Request/PVA Budget Committee

PVAs may request additional deputies by submitting an "Additional Deputy Request" form to the PVA Budget Committee.

The PVA Budget Committee works closely with the Finance and Administration Cabinet and PVA Administrative Support Branch to ensure that General Fund appropriations and expenditures are managed

carefully. The PVA Budget Committee meets quarterly and reviews the Additional Deputy Request form, if applicable.

H. Miscellaneous Office Duties

In addition to budgetary responsibilities the PVA shall periodically submit Office Inventory, Insurance and Vehicle required documents. Office Inventory should be updated annually based on purchases, surplus, and disposals. See Budget Document/Forms for required submission of forms.

Each May all PVA offices will receive an Annual Physical Inventory Observation sheet for Fixed Assets \$5000 or more.

The PVA is responsible for providing Insurance coverage on office contents, and office vehicle through an individual insurance carrier or through the state. If the PVA elects to carry State Insurance coverage a "Request for Insurance, PVA Inventory Transmittal" form must be completed with the Office Inventory List of Office Content.

CHAPTER IV

BUDGET DOCUMENTS/FORMS

SECTION III

A. Introduction

The actual budget instructions, budget request document, "Certification of Completeness and Accuracy", **Annual PVA Office Vehicle Data** and Amended Budget Forms are provided in this section. Detailed descriptions of each account series and category are provided for the PVAs use. The detailed accounts should be utilized for both planning and historical purposes.

B. Budget Document

Annual statutory budget package for one (1) Fiscal Year follows and shall be completed and annually submitted by June 1 to the PVA Administrative Support Branch.

NOTE: All outside budget programs must conform to the official budget package and instructions provided to the PVA annually in May/June by the PVA Administrative Support Branch.

D. Deputy Request Application

This form should be completed by the PVA and sent to the PVA Administrative Support Branch this will be submitted quarterly to the PVA Budget Committee members.

Travel Regulations

NOTE: The County or State regulations must be followed and cannot be mixed or combined. If following County Procurement a copy should be submitted along with the travel voucher.

For information on state employee travel go to the [Finance Cabinet's website on travel](#).

[State Employee travel regulations](#)

[Current mileage reimbursement rate and history](#)

[Travel forms](#)

[Discount lodging rates](#)

**** EFFECTIVE MARCH 2005 ALL LODGING CHARGES SHOULD BE PAID UPON CHECK-OUT. INTERACCOUNTING OF THESE CHARGES WILL NO LONGER BE ACCEPTED. ****

PART THREE

Payroll Time and Labor (PTL) System

In 2001, the Cabinet began a pilot project that allows counties on the Wide Area Network to enter their own payroll time into the state system.

PTL (Payroll Time and Labor) is an online time reporting system. The screens in this system match the statewide time and attendance form used by most agencies in state government. This file allows the payroll officer or timekeeper to enter the time reported each pay period. A complete manual follows in this section.

As of March 2005, the PVA Administrative Support Branch has 75 counties involved in this project. If you would like to get involved, give the branch a call at (502) 564-5620.

Click here and link to the [Payroll Manual](#) on the Kentucky Personnel Cabinet web site.

APPENDIX MATERIAL FOR EMPLOYMENT

1. [Sample Memo to request exemption from hiring freeze](#)
2. [Request for Personnel Action](#) (62A639 02-05)
3. [Position Description](#)
4. [Application \(P-2\)](#)
5. [Application Update](#)
6. [W-4 Federal Withholding Allowance Certificate](#)
7. [K-4 Kentucky Withholding Exemption Certificate](#)
8. [Employment Eligibility Verification \(Form I-9\)](#)
9. [Direct Deposit Form](#)
10. [Kentucky Retirement Systems Membership Information](#)
11. [Beneficiary Designation For Kentucky Retirement Systems \(Form 2035\)](#)
12. *Fair Labor Standards Act:*
 - [Instructions for Completing Excel FLSA Exempt Test](#)
 - [FLSA Exempt Test and Form](#) (Microsoft Excel)
 - [FLSA Exempt Test](#) (Microsoft Word)
 - [FLSA Exempt Form](#) (Microsoft Word)
 - [FLSA Exempt Test](#) (Adobe PDF)
 - [FLSA Exempt Form](#) (Adobe PDF)
13. [KY DOR Confidentiality Acknowledgment Form](#)
14. [Drug-Free Workplace Acknowledgement](#)
15. *Returning Retirees:*
 - [Authorization for Returning Retiree Form](#)
 - Information for re-entrance to state government:*
 - [Personnel Memo 02-03 \(Feb 1, 2002\)](#)
 - [Salary Schedule for Returning Retiree](#)
 - [101 KAR 2:034](#) (Personnel Cabinet regulations)
16. *Insurance Applications:*
 - [Health Insurance Forms and Information](#)
 - [Enrollment/Change/Termination Form](#) (Group Life)
 - [Designation of Beneficiary](#) (Employee Group Life)
17. [The ADA: Your Responsibilities as an Employer](#)